



**SECTION III.**

**ELECTION OVERTIME OR EXTRA COMPENSATION PAID TO REGULAR EMPLOYEES OR OFFICIALS:** List number, hours worked, rate. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Overtime for Regular Employees Total \$</b>	

**SECTION IV.**

**POSTAGE:** Itemize as shown below. The cost of postage used to mail voter identification cards and voter registration notices is **NOT** reimbursable. Enter subtotal for each expense and section total.

	Quantity	Expense Subtotals \$
Absent voter ballot applications		
Absent voter ballots		
Inspector correspondence		
Other: (list)		
	<b>Postage Total \$</b>	

**SECTION V.**

**VOTING TABULATION EQUIPMENT COSTS:** Itemize costs paid by city or township and type of equipment. Pre-election setup and post-election disassembly costs are reimbursable. Vehicle costs associated with the transportation of voting equipment other than gasoline or mileage are **NOT** reimbursable if vehicles are owned by jurisdiction. If vehicles are **NOT** owned by jurisdiction, rental charges may be claimed. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Voting Tabulation Equipment Total \$</b>	

## SECTION VI.

**POLLING PLACE RENTAL:** Itemize location, number of precincts contained in each polling place, costs, janitorial expenses. The rental of public buildings is **NOT** reimbursable. Enter subtotal for each expense and section total.

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## SECTION VII.

**PUBLICATIONS:** Itemize (examples: registration notice, election notice, notice of public accuracy test). Costs paid by county are **NOT** reimbursable. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Publications Total \$</b>	

## SECTION VIII.

**SUPPLIES:** List supplies used in conducting election and paid for by the city or township. The cost of reusable supplies is **NOT** reimbursable (examples: ballot containers, ballot bags, etc.). Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Supplies Total \$</b>	

## SECTION IX.

**MISCELLANEOUS (INCLUDING PROGRAMMING COSTS):** All claimed items must be listed. May be used for costs related to optical scan and AutoMARK Voter Assist Terminal programming (test decks). Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Miscellaneous Total \$</b>	

<b>TOTAL REIMBURSABLE COSTS CLAIMED: GRAND TOTAL \$</b>	
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Reimbursement requests will be submitted electronically through the Elections eLearning Center. Use this worksheet as a tool to help gather and track your expenses before typing into the online form (available after the May 5<sup>th</sup> election.) Mailed or faxed versions of this form will **NOT** be accepted.

You are not required to send receipts with your claim. You are required to retain the receipts for a six year period after the election (May 5, 2021). The State retains the right to inspect all receipts in support of your claim at any time during the six year period.

## **Reimbursement Guidelines May 5, 2015 Special Election**

**All claimed expenses must be attributable to the May 5, 2015 Special Election. If a local election is conducted in conjunction with the Special Election, any expenses which are attributable to the local election cannot be claimed.**

### **Reimbursable Costs - Cities/Townships**

- Rental charges for building used to establish polling places. (The rental of public buildings is not reimbursable).
- Supplies and postage.
- Fees for janitorial services.
- The cost of publishing close of registration notices, election notices and public accuracy test notices paid by the city or township.
- Travel and transportation expenses associated with the election. Note – no mileage if using city / township-owned vehicle.
- Fees for equipment rentals.
- Wages or per diem payments made to precinct inspectors and temporary employees.
- Election overtime or extra compensation paid to regular employees of officials for handling the election if it is the city's / township's standard practice.
- Any other miscellaneous expenses associated with the election.

### **Reimbursable Costs - Counties**

- Ballot production.
- Supplies, shipping and postage.
- The cost of publishing close of registration notices, election notices and public accuracy test notices paid by the county.
- Travel and transportation expenses associated with the election. Note – no mileage if using county-owned vehicles.
- Fees for equipment rentals.
- Wages or per diem payments made to canvassers and temporary employees
- Election overtime or extra compensation paid to regular employees of officials for handling the election if it is the county's standard practice.
- Any other miscellaneous expenses associated with the election.

### **Non-Reimbursable Costs**

- If a local election is conducted in conjunction with the Special Election, any expenses which are attributable to the local election cannot be claimed.
- Compensation paid to regular employees or officials (except as noted above with respect to "overtime" and additional compensation").
- The cost of new equipment (capital outlay).
- The cost of reusable supplies or equipment.
- Any costs associated with the registration of voters.
- Any costs associated with the establishment of a "permanent absentee voter" mail list for the distribution of absent voter ballot application forms. (This includes the cost of any mailing sent to voters to instruct them on the procedure for adding their names to the "permanent absentee voter" mail list).

You are not required to send receipts with your claim. You are required to retain the receipts for a six year period after the election (May 5, 2021). The State retains the right to inspect all receipts in support of your claim at any time during the six year period.